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b. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Work in DCI kitchen and dining space progressing satisfactorily. Plastering, installation of grease-proof asphalt tile, plumbing, and electrical service completed. ✓
- (2) Installation of electrical service (conduits, panels, switches, etc.) completed with the exception of light fixtures and wiring. Framing for suspended ceiling started on 19 Jan. Job Order covering refinements in DCI Conference Room will be forwarded to PBS this week. ✓
- (3) Estimate for IAC Conference Room has been revised to reflect utilization of present air conditioning equipment in lieu of new equipment. An itemization of construction and furnishings costs will be forwarded for approval of DD/A.
- (4) Memo re space requested by GPO containing possible solutions to the problem will be forwarded to the DD/A next week.
- (5) GSA will be notified to proceed with negotiations with contractor for addition of construction requirements in the first floor reception area to the initial contract.
- (6) Efforts are being made to insure completion of all alterations effecting DCI occupancy by 31 March.

c. Tunnel Project:

All remaining work must be held in abeyance until the existing kitchen and dining room facilities can be relocated in South Bldg.

d. Tempo K Bldg. Cafeteria:

Memo being prepared outlining all details of this problem.

2. General:

Regulation covering the functions of the Space Maintenance and Facilities Branch is being drafted.

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3. Projects and Studies in Process:

a. Construction and Utilities:

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- (1) Report prepared for DD/A on status of all requested work at this site.

(a) Roofing Repairs: Warehouse roofing portion of contract has been completed. ✓

(b) Warehouse Bldg. repairs: Plans and specifications being prepared, bids scheduled for release on 15 Feb.

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- (2)

(a) Record Center Bldg.: Estimated date of completion has been further delayed as a result of failure of contractor to maintain production schedule. It appears that schedule movement plan should be held in abeyance until more definite completion date can be determined. Present estimate for proposed move should be changed to 1 March 1955.

(b) Electrical Alterations at Work accepted. Contracting Office requested to make final payment.

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- (3)

STATSPEC.

Water Supply: Information received from GSA that the water analysis will be available about 25 Jan.

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- (4) Recommendation for LO representative from this Div. to make final site inspection has been approved. Information received from Field that final acceptance scheduled for early March.

Cable prepared authorizing installation of fire system based on MOW recommendations. Also expenditure of \$ 2500 for this work approved. Agency representatives scheduled to inspect available AF fire trucks tomorrow.

- (5) Commo.

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Necessary plans and data will be furnished contractor on 20 Jan., estimated completion date is 1 March 1955.

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(6) [] FE: At the request of [] the cable to the Field was revised to the extent that funds will be transferred to the Field where they will be transferred to OED.

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(7) [] Information received from FE Div. that the DCI has approved recommendations regarding the proposed construction at [] At this time information is not available as to the exact construction desired. FE Div. agreed to keep this office informed. [] of the Planning Staff was informed of the above. ✓

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(8) [] A memo in answer to question of the [] was coordinated by this Div.

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(8) Space Requirements for Proposed Warehouse, []

[] (NE):-

[] advises that bids have been let
and that Agency funds will be required in the immediate
future.

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20 January 1955

3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

Enlargement of transformer vault at Building [] substantially completed except for installation of hardware, etc.; outage in conjunction with transformer exchange is expected to occur over the week-end of 29 January 1955.

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b. FI [] - Commo - Air Conditioning, Building []

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Installation of 25 tons of air conditioning and electrical service is in progress.

c. Request of DD/P for Additional Space:

Representatives of DD/P, Security Office and the Space, Maintenance and Facilities Branch, met with an official of GSA for the purpose of inspecting space in Buildings [] Headhouse space previously offered this Agency was not acceptable from a security stand-point.

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d. [] -- Relocation to Another Building

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According to latest available information, decision regarding proposed move to [] Building is being held in abeyance until approximately 1 March 1955.

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e. []

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1. Messrs. Garrison and [] have signed off on memorandum requesting funds in the amount of \$17,500.00, to cover cost of increased transformer capacity, etc. This memorandum was forwarded to the Comptroller on 19 January 1955 for appropriate concurrence.

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2. Sound Laboratory project is approximately 75% complete.

f. Telephone Survey:

Owing to the illness of the Chief, Telephone Section and increased work load of this activity, the continuance of the telephone survey has been delayed.

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20 January 1955

3C - Space, Maintenance and Facilities

g. Telephone Service - Identifying Phrases:

Effective 5:05 P.M. Tuesday 18 January 1955, telephone operators resumed former practice of answering all incoming calls on Central Office Trunk Lines with the identifying phrase,

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h. Moves:

1. Completed during past week:

MIS (partial) within 10 January
OCI (partial) within Tempo Que, 11 January
DDP/SR (partial) within Tempo J, 12 January
DDP/WE (partial) within Tempo J, 13 January
OCI (partial) within Tempo Que, 14 January

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2. Tentative for coming week:

DDP/FE (partial) within Tempo J, 20 January
DDP/FI (partial) within Tempo L Building, 20 January
OCI (partial) within Que Building, 21 January
DDP/FE (partial) within Tempo J Building, 25 January

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Real Estate and Construction Division

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